



## Wichita Police Department Policy Manual

Approved by: \_\_\_\_\_

### Policy 520 - Missing Persons

Page 1 of 3

Maintained by:  
Investigations Division

Issue/Rev.: R 11-01-2010

- 520.01 Officers are responsible for the immediate entry into NCIC of all missing persons [K.S.A. 75-712b].
- 520.02 R An officer will be dispatched on all missing person calls; or, the reporting person will be advised to make a police report at one of the substations during normal business hours (between 7:00 a.m. to 7:00 p.m.). The departmental employee shall be responsible for:
- A. Completing an Incident Report;
  - B. Cutting the case;
  - C. Immediately entering the person's name into the NCIC Missing Persons File;
  - D. Making a local attempt-to-locate on the person, an NCIC Missing Person Report must be completed and signed by the reporting party if one of the following six conditions is present: Disability, Endangered, Involuntary, Juvenile, Catastrophe Victim or Other (a person over the age of 21 and older not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety).
  - E. Attempting to obtain a recent photograph of the person. If one is obtained, the officer shall:
    - 1. Mark it with the incident number and his/her initials;
    - 2. Attach it to the original copy of the Incident Report; and
    - 3. Note in the narrative that a picture was obtained.
- 520.03 R A copy of the Incident Report shall be sent to the Exploited and Missing Child Unit, when the report concerns a juvenile or to the Homicide Section when the missing person is an adult.
- 520.04 The follow-up investigator who is assigned to investigate a missing person case is responsible for:
- A. Making modifications to the NCIC Missing Person File, in the form of additions or deletions to information contained in the file;
  - B. Re-entry of still-missing persons who have been automatically purged from the file;
  - C. Ensuring that all missing person entries into the NCIC Missing Persons File are canceled when the person is located. This includes confirming cancellations made by Field Services Division personnel.
- 520.05 The Records Bureau shall be responsible for:
- A. Ensuring that a copy of each NCIC Missing Person File entry and all messages pertaining to the case become a permanent part of the case file; and
  - B. Removing the photograph attached to the original copy of the Incident Report, and attaching it to the copy being sent to the appropriate investigative section.
- MISSING CHILD CASES:
- 520.06 A missing child case should be viewed as a potential crime against a person. Assume the missing child is in danger.
- 520.07 In addition to the duties outlined in 520.02, the reporting officer shall:
- A. Interview parent(s) to determine legal custody status;
  - B. Obtain a complete physical description, including clothing;
  - C. Search the child's home thoroughly; and
  - D. Talk to other family members living at home.
- 520.08 An officer taking a missing person report on a juvenile shall immediately notify a field supervisor. It shall be the responsibility of that field supervisor to contact the EMCU Supervisor at once, when one (1) or more of the following criteria apply to the missing youth:
- A. He/she is age ten (10) or younger; or

- B. He/she is believed to have left Sedgwick County; or
- C. He/she is mentally incapacitated; or
- D. He/she may have been a victim of foul play or sexual exploitation; or
- E. He/she is believed to be with adults who may endanger the welfare of the youth; or
- F. He/she is drug-dependent; or
- G. He/she has been absent twenty-four (24) or more hours before being reported; or
- H. The missing youth's absence cannot be explained in any way.

520.09 The EMCU supervisor shall be responsible for determining the level of response relating to the investigation of the case.

520.10 AMBER ALERT PLAN

The AMBER ALERT Plan is a cooperative effort between broadcast media stations and law enforcement. The plan provides EMCU access to the Emergency Alert System (EAS) and the Kansas Bureau of Investigations State Wide alert system, in order to communicate suspect and victim information to the general public and make available a method of providing "tips" to law enforcement in cases where a child is missing under suspicious circumstances.

A. Activation Criteria

1. A field supervisor must respond to any report of a missing child under the age of twelve (12), or if any child is missing under suspicious circumstances. The field supervisor will immediately notify the EMCU Lieutenant or Sergeant, if either of these factors are present, or if other factors exist that mandate the notification of an EMCU Supervisor. Once the EMCU supervisor has evaluated the incident, he/she will determine if the incident warrants activating the *AMBER ALERT Plan*. If the incident occurred within the corporate limits of the City of Wichita, and the EMCU Supervisor believes activating the plan would benefit the investigation, he/she will notify the Wichita Police Department Duty Chief. The decision to activate the plan can only be made by the Wichita Police Department Chief of Police or his designee.
2. In the event an AMBER ALERT is issued, the EMCU Supervisor will follow Wichita/Sedgwick County Exploited and Missing Child Unit AMBER ALERT Protocol.

520.11 A CHILD IS MISSING PROGRAM

Purpose: To establish guidelines for activating the use of the A Child Is Missing Program (ACIM) phone advisory. ACIM provides timely information to the public about the missing person. ACIM will generate telephone calls to local residents and businesses after initiation by law enforcement.

Policy: The Wichita Police Department shall participate in the ACIM as an additional tool in cases of missing children, elder citizens, and disable persons. It does NOT replace or preclude a thorough investigation and/or search by law enforcement officers. ACIM can be contacted by calling 1-888-875-ACIM (2246) or paging the operator at 1-954-492-4778.

Procedures:

1. ACIM will be activated only by personnel designated listed below.
2. ACIM will only be used between 0800 and 2000 hours unless special circumstances exist and are approved by the Bureau Commander or his/her designee.
3. When a person is missing the following factors will be considered for determining the use of ACIM.

A. Juveniles

1. The EMCU Lieutenant or Sergeant will be responsible for determining the criteria for issuing an ACIM regarding a missing child. This will be done after consultation with the Duty Chief or the Investigations Division Commander.
2. Factors to be considered are: the juvenile must be under the age of 18; the reporting party must be a family member or person who is responsible for the child.
3. ACIM will not be used for most runaway cases.

B. Elder Citizens

1. The responsibility for activation and following up on leads regarding an ACIM for elderly citizens lies with the Bureau that initiates the ACIM.

2. A Lieutenant or above may issue an ACIM after consultation with their Bureau Commander.
3. Criteria for Activation:
  - a. The person must be sixty-five (65) years of age or suffer from Alzheimer's disease/dementia.
  - b. Circumstances surrounding the incident must be out of character for the elder citizen.
- C. Disabled Persons (mentally/physically challenged)
  1. The responsibility for activation and following up on leads regarding an ACIM for elderly citizens lies with the Bureau that initiates the ACIM.
  2. For purposes of this guideline a disabled person will fall into the following categories:
    - a. The person has a physical or mental impairment that severely limits self-care.
    - b. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
    - c. The person is dependent upon life sustaining medication.
4. When the decision to use ACIM has been made, the initiating Bureau or the EMCU Supervisor will immediately call ACIM.
5. The approving supervisor will determine what phone number will be supplied to ACIM for the public to contact the department with information about the missing person.
  - A. The Bureau in which the activation takes place will provide their station's phone number to ACIM. Citizens with information regarding the missing person will call the substation with information regarding the missing person.
6. The approving supervisor will call ACIM at 1-888-875-ACIM (2246) or page the operator at 1-954-492-4778.
7. Investigative information received from a citizen will be the responsibility of the Bureau Commander in which the ACIM was activated. The EMCU Supervisor will utilize the missing child investigative protocol to handle all leads generated by the utilization of ACIM.
  - A. The approving supervisor will determine who will be responsible for collecting the leads and disseminating them to field officers for follow-up.
  - B. The approving supervisor will need to ensure that resources are available to handle the phone calls at the station as well as provide for timely follow-up of investigative leads.
8. At the conclusion of the ACIM activation, the Bureau Commander or their designee or the EMCU Supervisor responsible for the ACIM activation will provide feedback to the ACIM program.

520.12 KANSAS SILVER ALERT PLAN

Under the Kansas Silver Alert Plan, public notice of a missing elderly person may be promptly broadcast (ie., Citizen Observer, ACIM, Interwatch briefing, etc.) and a search may be timely undertaken with the cooperation of local law enforcement, news media and the general public in order to locate such person in time to avoid serious harm or death.